

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

April 18, 2006

RESPONSIBLE STAFF:

Harold Belton, Director
Finance and Administration

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Execute a Contract for Financial Audit Services for the City of Gaithersburg

SUPPORTING BACKGROUND:

On January 11, 2006, the City of Gaithersburg solicited proposals for financial auditing services for the five fiscal years 2006 (June 30, 2006) through 2010 (June 30, 2010).

On February 27, 2006, the City received five (5) responses from the Request For Proposal (RFP # 2006-008). Proposals were received from Bert Smith & Company from Washington, DC; Clifton Gunderson, LLP from Calverton, Maryland; Linton Shafer, Warfield & Garrett from Frederick, Maryland; Thompson, Cobb, Bazilio & Associates from Washington, DC, and Lindsey & Associates, LLC from Towson, Maryland. A review team composed of the Senior Accountant, Comptroller and Director of Finance and Administration reviewed and ranked the proposals. On March 28, 2006, the top three (3) candidates were interviewed by the selection team.

Based on the interview and technical responses to the RFP, Clifton Gunderson, LLP from Calverton, Maryland is the review team's recommended firm to provide financial audit services to the City.

DESIRED OUTCOME:

Vote on Resolution

Resolution No. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR
FINANCIAL AUDIT SERVICES FOR THE
CITY OF GAITHERSBURG

WHEREAS, a Request for Proposal (RFP) for Financial Audit Services was advertised in the January 11, 2006 issue of the Gaithersburg Gazette made available to the public on January 12, 2006; and

WHEREAS, responses to the RFP were received on February 27, 2006; and

WHEREAS, the Mayor and City Council have determined to award a contract to the firm who has demonstrated the ability to provide the best and most cost effective services which best suit the needs of the City:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract with Clifton Gunderson, LLP, Centerpark I, 4041 Powder Mill Road, Suite 410, Calverton, Maryland 20705, to provide financial audit services for the five fiscal years 2006 (June 30, 2006) through 2010 (June 30, 2010).

ADOPTED BY THE City Council this 18th day of April, 2006.

SIDNEY A. KATZ, Mayor and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City
Council in public meeting assembled
On the 18th day of April, 2006

David B. Humpton, City Manager